

PeopleSoft Printing the State Payroll Register

September 8, 2006



REQUESTING A STATE PAYROLL REGISTER

Use the following navigation to 'State Payroll Register' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>State Payroll Register

A screenshot of the "State Payroll Register" web form. The form has a title "State Payroll Register" and a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the subtitle are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. Under the "Search by:" label, there is a text input field with the placeholder text "Run Control ID begins with". Below the input field is a checkbox labeled "Case Sensitive". At the bottom of the form are two buttons: "Search" and "Advanced Search". An arrow points from the "Advanced Search" button to the "Add a New Value" tab. At the very bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). Enter the pay end date for the month that you would like print. You must also enter 'ND' in the company. You will then select Advanced, Supplemental, or Both, depending on what payroll you need the register run for. Then Click 'Run'.

State Payroll Reports

Run Control ID: 11000 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameter(s)

Pay Run
Pay Run ID:

or

Off-Cycle Pay Calendar
Company:
Pay Group:
Pay Period End:
Page #: Thru Page:

or

State Selection Criteria
Business Unit: 11000
Pay End Date: 03/30/2006
Company: ND
For State Pay Cycles use last day of the pay period month

State Pay Cycle
☐ Advanced ☐ Supplemental ☒ Both

Payroll Cycle
☐ On-Cycle ☐ Off-Cycle ☒ Both

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

Process Scheduler Request

User ID: Iberger3 Run Control ID: 11000

Server Name: PSNT Run Date: 09/08/2006
Recurrence: Run Time: 9:09:39AM [Reset to Current Date/Time](#)
Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PAY002_S	PAY002_S	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

State Payroll Reports

Run Control ID: 11000 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameter(s)

Pay Run
Pay Run ID:

or

Off-Cycle Pay Calendar
Company:
Pay Group:
Pay Period End:
Page #: Thru Page:

or

State Selection Criteria
Business Unit: 11000 Pay End Date: 03/30/2006 Company: ND
State Pay Cycle
☐ Advanced ☐ Supplemental ☒ Both
For State Pay Cycles use last day of the pay period month

Payroll Cycle
☐ On-Cycle ☐ Off-Cycle ☒ Both

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

Process List [Server List](#)

View Process Request For

User ID: Iberger3 Type: Last: 1 Days [Refresh](#)
Server: Name: Instance: to
Run Status: Distribution Status: ☒ Save On Refresh

Process List [Customize](#) [Find](#) [View All](#) [First](#) [1-5 of 5](#) [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	380349		SQR Report	PAY002_S	Iberger3	09/08/2006 9:09:39AM CDT	Success	Posting	Details
<input type="checkbox"/>	380338		SQR Report	NDSPR20	Iberger3	09/07/2006 11:26:01AM CDT	Success	Posted	Details
<input type="checkbox"/>	380332		Crystal	NDSPR205	Iberger3	09/07/2006 10:58:24AM CDT	Success	Posted	Details
<input type="checkbox"/>	380320		SQR Report	PER002_S	Iberger3	09/07/2006 10:06:40AM CDT	Success	Posted	Details
<input type="checkbox"/>	380317		SQR Report	PER001_S	Iberger3	09/07/2006 9:33:17AM CDT	Success	Posted	Details

[Go back to State Payroll Register](#)

[Save](#) [Notify](#)

[Process List](#) [Server List](#)

When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

Process Detail

Process

Instance: 380349 **Type:** SQR Report
Name: PAY002_S **Description:** PAY002_S
Run Status: Success **Distribution Status:** Posting

Run

Update Process

Run Control ID: 11000 ☐ Hold Request
Location: Server ☐ Queue Request
Server: PSNT ☐ Cancel Request
Recurrence: ☐ Delete Request
 ☐ Restart Request

Date/Time

Actions

Request Created On: 09/08/2006 9:11:10AM CDT [Parameters](#) Transfer
Run Anytime After: 09/08/2006 9:09:39AM CDT [Message Log](#)
Began Process At: 09/08/2006 9:11:23AM CDT Batch Timings
Ended Process At: 09/08/2006 9:12:07AM CDT [View Log/Trace](#)

Then click the report name below to view the report.

View Log/Trace

Report

Report ID: 1305 **Process Instance:** 380349 [Message Log](#)
Name: PAY002_S **Process Type:** SQR Report
Run Status: Success
 PAY002_S

Distribution Details

Distribution Node: REFNODE **Expiration Date:** 11/07/2006

File List

Name	File Size (bytes)	Datetime Created
PAY002_S_380349.PDF	122,153	09/08/2006 9:12:07.930000AM CDT
Trace File	851	09/08/2006 9:12:07.930000AM CDT
Message Log	1,670	09/08/2006 9:12:07.930000AM CDT

Distribute To

Distribution ID Type	Distribution ID
User	Iberger3

The report, shown below, may then be saved wherever you prefer to store it or you may print it at your own printer.

Employee Name/ID	Form ID	Hours	Earnings	Gross Pay	Taxes Type	Deductions Code	Net Pay
Employee Name/ID	Form ID	Hours	Earnings	Gross Pay	Taxes Type	Deductions Code	Net Pay
Employee Name/ID	Form ID	Hours	Earnings	Gross Pay	Taxes Type	Deductions Code	Net Pay
Employee Name/ID	Form ID	Hours	Earnings	Gross Pay	Taxes Type	Deductions Code	Net Pay
Employee Name/ID	Form ID	Hours	Earnings	Gross Pay	Taxes Type	Deductions Code	Net Pay